

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**MANPOWER STANDARD 101ATC**

**1 AUGUST 2004**



**Manpower Standard**

**COMBAT READINESS TRAINING CENTER ENVIRONMENTAL,  
SAFETY, AND OCCUPATIONAL HEALTH (ESOH)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Environmental, Safety and Occupational Health (ESOH) function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC ESOH function. This standard applies to the Alpena, Gulfport, Savannah and Volk Field CRTCs and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) -Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

### **SUMMARY OF REVISIONS.**

This document is substantially revised and must be completely reviewed.

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**1. STANDARD DATA:**

1.1. Approval Date. 1 June 2004

1.2. Man-hour Data Source. The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Man-hour Equations:

1.3.1. Alpena, Gulfport and Volk Field:

$$1.3.1.1. Y = 284.7 + 2.210X$$

1.3.2. Savannah:

$$1.3.2.1. Y = 89.70 + 4.390X$$

1.4. Workload Factors (WLFs):

1.4.1. Title.  $X$  = Total Full-time CRTC Authorizations Supported.

1.4.1.1. Definition. The average monthly number of full-time CRTC authorizations supported.

1.4.1.2. Source. Unit Manpower Document (UMD) (34 Command File Part A) maintained by ANG, Full Time Requirements (XPMF).

1.4.2. Points of Contact:

1.4.2.1. Functional: Mr Pat Welch, ANG/C4R

1.4.2.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

**2. APPLICATION INSTRUCTIONS:**

2.1. Step 1. Workload Factors. There are two separate equations for the ESOH function. The first equation is applicable to the Alpena, Gulfport, and Volk Field CRTC and includes Public Health workload. The second equation is applicable only to the Savannah CRTC and does not provide Public Health support. The host unit, the 165 AW, provides Public Health support to the Savannah CRTC.

2.2. Step 2. Man-hour Equation. Apply the man-hour equation in paragraph 1.3., to determine required man-hours.

2.3. Step 3. Man-hour Availability Factor. Divide the resulting man-hours by the appropriate Man-hour Availability Factor (MAF) times the overload factor. The answer will quantify the required fractional manpower. Round the fractional manpower up to the next whole number.

2.4. Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table at Attachment 3 to determine required AFSC.

2.5. Step 5. Upper and Lower Extrapolation Limits:

2.5.1. Alpena, Gulfport and Volk Field.

2.5.1.1. UCL:  $Y_U = 675.15$

2.5.1.2. LCL:  $Y_L = 371.01$

2.5.2. Savannah.

2.5.2.1. UCL.  $Y_U = 562.10$

2.5.2.2. LCL.  $Y_L = 337.26$

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this work center are eight hours per day, five days per week. Because of extensive deployed unit-in-training support, hours of operations for this work center are frequently extended both in hours of operation and number of days per week. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) -*

*Quantification Tools*

AFOSH Standard 161-17, *Standardized Occupational Health Program*

AFOSH Standard 161-21, *Hazardous Communication (HAZCOM) Standard*

AFI 44-103, *The Air Force IDMT Program and Medical Support for Mobile Medical Units,*

*Remote Sites**Abbreviations and Acronyms*

**AF** - Air Force

**AFMAN** - Air Force Manual

**AFOSH** - Air Force Occupational Safety Hazard

**AFSC** - Air Force Specialty Code

**AHA** - American Heart Association

**ALARA** - As Low as Reasonably Achievable

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**ASIMS** - Aerospace Information Management System

**CD** - Communicable Disease

**CDC** - Centers for Disease Control

**CRTC** - Combat Readiness Training Center

**DEERS** - Defense Enrollment Eligibility Reporting System

**DoD** - Department of Defense

**DOHRS** - Defense Occupational Health Readiness System

**EA** - Environmental Assessment

**ECAMP** - Environmental Compliance Assessment and Management Program

**EDP** - Environmental Differential Pay  
**EMIS** - Environmental Management Information System  
**EPA** - Environmental Protection Agency  
**EPI** - Epidemiology  
**ESOH** - Environmental, Safety, Occupational Health  
**FFSP** - Food Facility Sanitation Program  
**HAZCOM** - Hazardous Communication  
**HAZMART** - Hazardous Materials Pharmacy  
**HAZMAT** - Hazardous Material  
**HHF** - Health Hazard Flag  
**HIV** - Human Immunodeficiency Virus  
**HM** - Hazardous Material  
**HMIS** - Hazardous Material Information System  
**HMMT** - Hazardous Material Management Team  
**IAW** - In Accordance With  
**IDMT** - Independent Duty Medical Technician  
**IEX** - Issue Exception  
**IPPD** - Influenza, Intradermal Purified Protein Derivative  
**LEE** - Logistics Evaluation Exercise  
**LOD** - Line-of-Duty  
**LRA** - Protective Equipment Fit Testing  
**MACA** - Midair Collision Avoidance  
**MAF** - Man-hour Availability Factor  
**MEP** - Management Engineering Program  
**MKT** - Mobile Kitchen Trailer  
**MMSO** - Military Medical Support Office  
**MOU** - Memorandum of Understanding  
**MPF** - Military Personnel Flight  
**MPH** - Military Public Health  
**MRSP** - Mobile Readiness Spares Package  
**MSDS** - Material Safety Data Sheet

**NCO** - Noncommissioned Officer

**NGB** - National Guard Bureau

**NPDES** - National Pollutant Discharge Elimination System

**OI** - Operating Instruction

**ORE** - Operational Readiness Exercise

**ORI** - Operational Readiness Inspection

**OSHA** - Occupational Safety and Health Administration

**P2** - Pollution Prevention

**POC** - Point of Contact

**POD** - Process Oriented Description

**PPC** - Personal Protective Clothing

**PPE** - Personal Protective Equipment

**RAC** - Risk Assessment Code

**RCRA** - Resource Conservation and Recovery Act

**RF** - Radio Frequency

**SABC** - Self-Aid and Buddy Care

**SAV** - Staff Assistance Visit

**SG** - Surgeon General

**SME** - Squadron Medical Element

**STD** - Sexually Transmitted Disease

**TDY** - Temporary Duty

**UMD** - Unit Manpower Document

**WBGT** - Wet Bulb Globe Thermometer

**WLF** - Workload Factor

### *Terms*

**Air National Guard Manpower Standard (ANGMS)**--A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

**Historical Record**--Documented past work performance of the work center.

**Man-hour**--A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard**--The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Operational Audit**--A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

**Technical Estimate**--A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

**Process Oriented Description**--A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

**Attachment 2**

**PROCESS ORIENTED DESCRIPTION**

**COMBAT READINESS TRAINING CENTER (CRTC)  
ENVIRONMENTAL, SAFETY AND OCCUPATIONAL HEALTH (ESOH)**

**A2.1. DIRECT:**

**A2.1.1. SAFETY:**

**A2.1.1.1. SAFETY MANAGEMENT:**

**A2.1.1.1.1. EVALUATES AND REPORTS SAFETY PROGRAM PERFORMANCE:**

**A2.1.1.1.2. REVIEWS AND EVALUATES PERFORMANCE.** Reviews and evaluates safety program performance in accordance with established directive.

**A2.1.1.1.3. REPORTS PERFORMANCE.** Drafts, edits, and proofreads safety program performance report submitted to higher headquarters.

**A2.1.1.2. COORDINATES AND PROVIDES TECHNICAL GUIDANCE:**

**A2.1.1.2.1. COORDINATES WITH COMMANDER.** Coordinates with Commander on condition affecting subordinate work center.

**A2.1.1.2.2. PROVIDES TECHNICAL GUIDANCE.** Provides technical guidance to Commander, staff, higher headquarters, or other organization or agency on matter involving safety.

**A2.1.1.3. OBTAINS INFORMATION OR ASSISTANCE.** Obtains information or assistance from external source to aid in management.

**A2.1.1.4. REPRESENTS THE COMMANDER.** Represents the Commander at public function including safety group, public hearing, and at meeting of a special interest group.

**A2.1.1.5. PERFORMS AS SAFETY ADVISOR/MEMBER OF BOARD:**

**A2.1.1.5.1. PERFORMS AS AIR OPERATIONS BOARD MEMBER.** Advises board on safety issues.

**A2.1.1.5.2. ADVISES FACILITY BOARD ON SAFETY ISSUE.**

A2.1.1.5.3. ADVISES RESOURCE MANAGEMENT BOARD ON SAFETY ISSUE.

A2.1.1.5.4. ADVISES HAZARDOUS MATERIAL (HAZMAT) PHARMACY TEAM ON SAFETY ISSUE.

A2.1.1.5.5. ACTS AS CRTC SAFETY LIAISON TO COUNTY/STATE EMERGENCY MANAGEMENT AGENCY.

A2.1.1.5.6. ACTS AS ADVISOR/LIAISON TO THE JOINT TASK FORCE ON HURRICANE PREPAREDNESS.

A2.1.2. MANAGES PROGRAM:

A2.1.2.1. PROVIDES POLICY AND PROGRAM GUIDANCE:

A2.1.2.1.1. DEVELOPS OR REVISES SAFETY DIRECTIVE, SUPPLEMENT, MISHAP RESPONSE PLAN, ANNEX, OR OTHER PUBLICATION. Reviews higher headquarters guidance and determines need to develop or revise local policy or guidance. Requests input and gathers background data. Develops draft document and obtains coordination. Finalizes document and ensures publication and distribution. Develops/revises flight/ground/weapon safety policy or guidance.

A2.1.2.1.2. PROVIDES TECHNICAL ASSISTANCE. Reviews and evaluates written product. Performs research and site survey. Prepares safety input, comment, or coordination. Reviews and evaluates flight, ground, or weapon safety plan, safety directive/supplement, unit operating instruction (OI), or procedure/technical data. Reviews/evaluates Host-Tenant Agreement; Interservice and International Agreement; Flight, Ground, or Weapon Safety Memorandum of Understanding (MOU).

A2.1.2.1.3. PROVIDES PROFESSIONAL ADVICE. Provides verbal and written response on flight, ground, or weapon safety issue. Receives inquiry. Researches subject and provides verbal or written response. Performs staff assistance visit (SAV) for flight, ground, or weapon safety. Performs SAV to geographically separated or on-base unit. Travels to and from SAV.

A2.1.2.2. PROVIDES EDUCATION AND TRAINING:

A2.1.2.2.1. PROVIDES FORMAL TRAINING. Develops training program. Writes lesson plan, develops training material, and determines evaluation method. Schedules student and makes arrangement for classroom. Prepares classroom and presents training material. Conducts Additional Duty Safety Officer, Noncommissioned Officer (NCO) training. Conducts Traffic Safety Education. Conducts Course 1, Standard Traffic Safety; Course 2, Local Conditions; Course 5, Driver Improvement;

Supervisor Safety Training; Hazardous Communications Training; Weapon Safety Training; and other training. Conducts follow-up. Validates training program and evaluates personnel training.

A2.1.2.2.2. PROVIDES INFORMAL TRAINING. Trains Commander and functional manager/supervisor. Provides unit briefing or informal training for other government agency.

A2.1.2.2.3. PROVIDES SAFETY INFORMATION. Reviews available data and determines need for publicity. Selects audience and topic. Develops flight, ground, or weapon safety article, publicity material, or briefing. Drafts publication or briefing. Provides information on flight, ground, or weapon safety. Constructs or reformats printed material or provides briefing. Provides live load/buildup briefing to visiting unit.

A2.1.2.3. CONDUCTS OR ATTENDS MEETING:

A2.1.2.3.1. CONDUCTS MEETING. Gathers information, organizes material, prepares briefing chart or slide, and practices presentation. Prepares and distributes agenda. Conducts meeting and writes minutes or memorandum.

A2.1.2.3.2. ATTENDS MEETING. Gathers and reviews input data. Attends meeting.

A2.1.2.4. ADMINISTERS SAFETY AWARD PROGRAM. Administers a program for the nomination and presentation of safety award to local person or unit.

A2.1.2.4.1. ADMINISTERS GROUND SAFETY AWARD PROGRAM.

A2.1.2.4.2. ADMINISTERS WEAPON SAFETY AWARD PROGRAM.

A2.1.2.5. SUPPORTS ENVIRONMENTAL DIFFERENTIAL PAY (EDP) PROGRAM:

A2.1.2.5.1. VERIFIES HAZARD AND PROVIDES RECOMMENDATION. Provides recommendation for ground or weapon safety.

A2.1.2.5.2. PERFORMS GROUND OR WEAPON SAFETY CASE REVIEW. Reviews subsequent action on case.

A2.1.2.6. PERFORMS ANALYSIS:

A2.1.2.6.1. PERFORMS FLIGHT, GROUND, OR WEAPON SAFETY TREND ANALYSIS. Reviews mishap and deficiency report data and formulates finding.

- A2.1.2.6.2. PERFORMS JOB SAFETY OR HAZARD ANALYSIS ON GROUND OR WEAPON SAFETY. Reviews work procedure, equipment, and environment for relationships among man, machine, environment, and human factors affecting safety.
- A2.1.2.7. PARTICIPATES IN WAIVER OR VARIANCE PROCESS FOR GROUND OR WEAPON SAFETY. Assists in preparation, review, and coordination of waiver affecting safety.
- A2.1.2.8. MANAGES THE SEAT BELT PROGRAM. Manages all aspects of the seat belt program to ensure the policy of the Commander is carried out. Provides feedback to the Commander and staff and disseminates information relative to the seat belt program. Supervises seat belt checks.
- A2.1.2.9. MANAGES/MONITORS MIDAIR COLLISION AVOIDANCE (MACA) PROGRAM:
- A2.1.2.9.1. INFORMS APPROPRIATE AUTHORITY. Informs Federal Aviation Administration authority, fixed base operator, and others involved in training general aviation pilot of military flight operation.
  - A2.1.2.9.2. DEVELOPS AND DISSEMINATES GUIDANCE. Develops and disseminates map, handbook, and other informational handout to general aviation pilot.
- A2.1.2.10. MANAGES/MONITORS BASE BIRD AIRCRAFT STRIKE HAZARD REDUCTION PROGRAM:
- A2.1.2.10.1. REVIEWS PROGRAM. Reviews base Bird Aircraft Strike Hazard Reduction Program for compliance with higher headquarters policy.
  - A2.1.2.10.2. EVALUATES LOW ALTITUDE ROUTE AND AREA. Evaluates low altitude route and area for bird strike hazard potential according to guideline set by the United State Air Force Logistics Evaluation Exercise (LEE) and forwards to higher headquarters.
- A2.1.2.11. PROVIDES WEAPON SAFETY ASSESSMENT:
- A2.1.2.11.1. PERFORMS WEAPON SAFETY RISK ASSESSMENT. Calculates over-pressure and performs risk and damage assessment forecasting for the storage area, flightline, missile site, and other area where explosives may be present.
  - A2.1.2.11.2. PROVIDES WEAPON SAFETY ASSESSMENT.
  - A2.1.2.11.3. PROCESSES WEAPON LOADED AIRCRAFT PARKING PLAN.
- A2.1.2.12. PROCESSES WEAPON SAFETY SITE PLAN:

- A2.1.2.12.1. ASSISTS IN PREPARATION OF WEAPON SITE PLAN. Reviews, researches, and performs quantity and distance computations.
- A2.1.2.12.2. TRAVELS TO RANGE OR SITE. Travels to and from range or site.
- A2.1.2.12.3. REVIEWS SITE OR RANGE PLAN. Reviews and coordinates on site or range plan and forwards to Civil Engineering.
- A2.1.2.13. PROCESSES AF IMT 2047, *EXPLOSIVE FACILITY LICENSE*:
  - A2.1.2.13.1. REVIEWS REQUEST. Reviews request for completeness and accuracy. Performs on-site evaluation.
  - A2.1.2.13.2. TRAVELS TO AND FROM FACILITY.
  - A2.1.2.13.3. COORDINATES REQUEST. Coordinates request with Fire Department and Security Police.
  - A2.1.2.13.4. APPROVES OR DISAPPROVES LICENSE. Approves operating instruction and issues license or provides reason for disapproval.
- A2.1.2.14. PROCESSES REQUEST FOR QUANTITY-DISTANCE WAIVER, EXEMPTION, OR DEVIATION:
  - A2.1.2.14.1. DETERMINES NEED OR REVIEWS REQUEST. Determines need based on current construction or site plan. Initiates request for completeness and accuracy. Performs on-site evaluation.
  - A2.1.2.14.2. TRAVELS TO AND FROM FACILITY.
  - A2.1.2.14.3. COORDINATES REQUEST.
  - A2.1.2.14.4. FORWARDS PACKAGE.
- A2.1.3. INVESTIGATES MISHAP:
  - A2.1.3.1. CONDUCTS INTERIM MISHAP INVESTIGATION:
    - A2.1.3.1.1. TRAVELS TO AND FROM MISHAP SITE.
    - A2.1.3.1.2. INVESTIGATES MISHAP.
    - A2.1.3.1.3. PREPARES AND SUBMITS APPROPRIATE REPORT.
    - A2.1.3.1.4. PROVIDES BRIEFING.

A2.1.3.2. PERFORMS BOARD OR APPOINTED INVESTIGATING OFFICER MISHAP INVESTIGATION FOR CLASS A AND B MISHAP:

A2.1.3.2.1. BRIEFS BOARD.

A2.1.3.2.2. TRAVELS TO AND FROM MISHAP SITE.

A2.1.3.2.3. INITIATES AND PREPARES GROUND OR WEAPON SAFETY SUPPLEMENTAL AND PROGRESS REPORT.

A2.1.3.2.4. PERFORMS FLIGHT OR GROUND SAFETY INVESTIGATION. Identifies and interviews witness, collects sample, directs photography, secures record and preserves evidence, and assesses damage.

A2.1.4. ACTS AS CRTC DISASTER PREPAREDNESS NCO.

A2.1.5. ACTS AS CRTC FLYING SAFETY NCO.

A2.1.6. PROVIDES FUNCTIONAL OVERSIGHT. Provides functional oversight to Bioenvironmental Management, Medical Services, and Public Health.

A2.1.7. BIOENVIRONMENTAL MANAGEMENT:

A2.1.7.1. PREPARES CASE FILE NOTEBOOK/FOLDER. Prepares industrial facility case file notebook on installation industrial shop IAW Air Force Occupational Safety and Health (AFOSH) Standard 161-17, Standardized Occupational Health Program.

A2.1.7.2. CONDUCTS INITIAL COMPREHENSIVE SURVEY OF INDUSTRIAL SHOP:

A2.1.7.2.1. PREPARES FOR SURVEY:

A2.1.7.2.1.1. REVIEWS APPLICABLE GUIDANCE.

A2.1.7.2.1.2. REVIEWS PREVIOUS WORK AND TECHNICAL DATA.

A2.1.8. CONDUCTS PRELIMINARY SURVEY:

A2.1.8.1. CONDUCTS OPENING CONFERENCE.

A2.1.8.2. CONDUCTS WALK-THROUGH SURVEY. Surveys workplace and identifies potential health hazard.

A2.1.8.3. COLLECTS WORK CENTER DATA. Collects employee, operational, and physical layout data. Conducts Sanitation Inspection survey.

A2.1.8.4. INITIATES CHEMICAL INVENTORY.

A2.1.8.5. INITIATES PHYSICAL HAZARD INVENTORY.

A2.1.8.6. REVIEWS AND ORGANIZES DATA.

A2.1.8.7. IDENTIFIES KEY RISK. Determines shop measurement strategy required to establish baseline data on prevailing work environment.

A2.1.8.8. PREPARES SHOP DIAGRAM.

A2.1.8.9. PERFORMS SURVEY. Performs chemical hazard assessment.

A2.1.8.9.1. OBTAINS CHEMICAL HAZARD MATERIAL SAFETY DATA SHEET (MSDS) INFORMATION.

A2.1.8.9.2. FINALIZES CHEMICAL INVENTORY.

A2.1.8.9.3. DEVELOPS SAMPLING STRATEGY.

A2.1.8.9.4. PERFORMS AIR SAMPLING. Obtains operational test equipment, performs calibration, conducts air sampling, performs post survey calibration, and completes data sheet, log, or transmittal form. Forwards sample to laboratory for analysis. Receives and interprets result. Completes survey form for inclusion in case file. Performs short-term and long-term sampling.

A2.1.8.10. PERFORMS PHYSICAL HAZARD ASSESSMENT:

A2.1.8.10.1. PERFORMS NOISE SURVEY. Performs preliminary noise evaluation; personal noise dosimetry; and/or sound level/octave band analysis. Obtains operational test equipment, performs calibration, and conducts noise measurement. Performs post survey calibration. Completes survey form.

A2.1.8.10.2. PERFORMS VENTILATION SURVEY. Obtains equipment and performs operational/calibration check. Conducts airflow measurement of ventilation system. Completes survey form.

A2.1.8.10.3. PERFORMS RADIATION SURVEY. Obtains operational test equipment and performs calibration. Surveys ionizing or non-ionizing radiation source. Conducts swipe sample IAW permit. Completes survey form.

A2.1.8.10.4. PERFORMS ILLUMINATION SURVEY. Obtains equipment and performs operational/calibration check. Conducts illumination measurement. Completes survey form.

- A2.1.8.10.5. PERFORMS HEAT/COLD STRESS SURVEY. Obtains equipment and performs operational/calibration check. Conducts measurement for temperature, humidity, and air movement. Completes survey form.
- A2.1.8.11. CONDUCTS ERGONOMICS ASSESSMENT.
- A2.1.8.12. EVALUATES PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENT.
- A2.1.8.13. EVALUATES SPECIAL PROGRAM:
- A2.1.8.13.1. EVALUATES BLOODBORNE PATHOGEN PROGRAM.
  - A2.1.8.13.2. EVALUATES ENVIRONMENTAL COMPLIANCE.
  - A2.1.8.13.3. EVALUATES HAZARD COMMUNICATION PROGRAM.
  - A2.1.8.13.4. ACCOMPLISHES OUTBRIEFING. Outbriefs shop supervisor, union representative, and employees regarding survey result, environmental condition, and recommended action.
  - A2.1.8.13.5. FINALIZES SURVEY. Completes draft report and AF IMT 2755, *Master Workplace Exposure Data Summary*.
  - A2.1.8.13.6. PREPARES AND DISTRIBUTES FINAL REPORT. Prepares and distributes final report to shop supervisor and concerned agencies. Maintains suspense file of report.
  - A2.1.8.13.7. PROVIDES NECESSARY FOLLOW-UP ACTION.
- A2.1.8.14. CONDUCTS SPECIAL WORKPLACE SURVEY. Conducts workplace survey consisting of in-depth studies of a potential exposure to determine extent and significance.
- A2.1.8.14.1. EVALUATES SURVEY REQUEST. Evaluates survey request generated by base-level agency.
  - A2.1.8.14.2. CONDUCTS VENTILATION SURVEY.
  - A2.1.8.14.3. CONDUCTS ASBESTOS SAMPLING, MONITORING, AND HEALTH HAZARD ASSESSMENT.
  - A2.1.8.14.4. CONDUCTS HEAT/COLD STRESS SURVEY.
  - A2.1.8.14.5. CONDUCTS INDOOR AIR QUALITY (SICK BUILDING SYNDROME) SURVEY.

- A2.1.8.14.6. CONDUCTS ERGONOMICS EVALUATION SURVEY.
- A2.1.8.14.7.. CONDUCTS CHEMICAL EXPOSURE SURVEY.
- A2.1.8.14.8. CONDUCTS CLASS "C" (HEALTH SAFE) CONFINED SPACE ENTRY SURVEY.
- A2.1.8.14.9. CONDUCTS PRELIMINARY NOISE SURVEY.
- A2.1.8.14.10. CONDUCTS NOISE DOSIMETRY SURVEY.
- A2.1.8.14.11. CONDUCTS SOUND LEVEL/OCTAVE BAND ANALYSIS.
- A2.1.8.14.12. CONDUCTS ILLUMINATION SURVEY.
- A2.1.8.14.13. CONDUCTS IONIZING RADIATION SURVEY.
- A2.1.8.14.14. CONDUCTS NON-IONIZING RADIATION SURVEY.
- A2.1.8.14.15. OUTBRIEFS SURVEY FINDINGS.
- A2.1.8.15. CONDUCTS PERIODIC WORKPLACE SURVEY:
  - A2.1.8.15.1. PREPARES FOR SURVEY:
  - A2.1.8.15.2. REVIEWS APPLICABLE GUIDANCE.
  - A2.1.8.15.3. REVIEWS PREVIOUS WORK AND TECHNICAL DATA.
  - A2.1.8.15.4. CONDUCTS PRELIMINARY SURVEY:
- A2.1.8.16. CONDUCTS OPENING CONFERENCE.
- A2.1.8.17. CONDUCTS WALK-THROUGH SURVEY. Surveys workplace and identifies potential health hazard.
- A2.1.8.18. UPDATES WORK CENTER DATA. Updates employee, operational, and physical layout data. Conducts Sanitation Inspection survey.
  - A2.1.8.18.1. UPDATES CHEMICAL INVENTORY.
  - A2.1.8.18.2. UPDATES PHYSICAL HAZARD INVENTORY.
  - A2.1.8.18.3. REVISES/UPDATES DATA.

A2.1.8.19. IDENTIFIES RISK. Determines shop measurement strategy required to evaluate baseline data on prevailing work environment.

A2.1.8.19.1. UPDATES SHOP DIAGRAM.

A2.1.8.19.2. PERFORMS SURVEY. Performs chemical hazard assessment. Ensures hazardous material file is complete. Researches MSDS. Conducts chemical inventory. Evaluates storage practice and waste disposal. Develops sampling strategy. Obtains operational test equipment, performs calibration, conducts short-term or long-term air sampling, performs post survey calibration, and completes data sheet, log, or transmittal form. Forwards sample to laboratory for analysis. Receives and interprets result. Completes survey form for inclusion in case file.

A2.1.8.20. PERFORMS PHYSICAL HAZARD ASSESSMENT:

A2.1.8.21. PERFORMS NOISE SURVEY.

A2.1.8.22. PERFORMS VENTILATION SURVEY.

A2.1.8.23. PERFORMS RADIATION SURVEY.

A2.1.8.24. PERFORMS ILLUMINATION SURVEY.

A2.1.8.25. PERFORMS HEAT/COLD STRESS SURVEY.

A2.1.8.26. CONDUCTS ERGONOMICS ASSESSMENT.

A2.1.8.27. EVALUATES PPE REQUIREMENT.

A2.1.8.28. EVALUATES SPECIAL PROGRAM:

A2.1.8.28.1. EVALUATES BLOODBORNE PATHOGEN PROGRAM.

A2.1.8.28.2. EVALUATES ENVIRONMENTAL COMPLIANCE.

A2.1.8.28.3. EVALUATES HAZARD COMMUNICATION PROGRAM.

A2.1.8.28.4. ACCOMPLISHES OUTBRIEFING. Outbriefs shop supervisor, union representative, and employee regarding survey result, trend in environmental condition, and recommended action.

A2.1.8.28.5. FINALIZES SURVEY. Completes draft report and AF IMT 2755.

A2.1.8.28.6. PREPARES AND DISTRIBUTES FINAL REPORT. Prepares and distributes final report to shop supervisor and concerned agency. Maintains suspense file of report. Documents results.

A2.1.8.29. PROVIDES NECESSARY FOLLOW-UP ACTION.

A2.1.8.30. CONDUCTS QUARTERLY SURVEY:

A2.1.8.31. CONDUCTS QUARTERLY VENTILATION SURVEY.

A2.1.8.32. CONDUCTS RADIO FREQUENCY SURVEY.

A2.1.8.33. PERFORMS EVALUATION OF SPECIFIC HEALTH HAZARD. Performs evaluation of specific health hazard as required. Prepares required report.

A2.1.9.. PERFORMS UNSCHEDULED SURVEY:

A2.1.9.1. PERFORMS REQUIRED FOLLOW-UP INVESTIGATION. Performs follow-up investigation required by Military Public Health (MPH) or Aeromedical Council.

A2.1.9.2. REVIEWS APPROPRIATE OCCUPATIONAL ILLNESS/INJURY REPORT TO DETERMINE THE NEED FOR FURTHER INDUSTRIAL HYGIENE EVALUATION.

A2.1.9.3. COORDINATES WITH APPROPRIATE AGENCY. Coordinates with MPH and/or Aeromedical Council.

A2.1.10. MONITORS HEALTH HAZARD ABATEMENT:

A2.1.10.1. DETERMINES AND ASSIGNS RISK ASSESSMENT CODE (RAC) TO HEALTH HAZARD.

A2.1.10.2. PREPARES AND SUBMITS AF IMT 457, *USAF HAZARD REPORT*, TO SAFETY OFFICE.

A2.1.10.3.. REVIEWS AF IMT 457. Reviews form from unit personnel for comment and clarification. Forwards form to Base Safety Office.

A2.1.10.4. PREPARES AND ISSUES AF IMT 1118, *NOTICE OF HAZARD*, TO SHOP SUPERVISOR AND ENSURES ITS POSTING.

A2.1.10.5. ASSISTS SHOP SUPERVISOR IN COMPLETING AF IMT 3, *AF HAZARD ABATEMENT PLAN*, FOR HAZARD IDENTIFIED BY RAC 1, 2, OR 3.

A2.1.10.6. MONITORS ABATEMENT OF OCCUPATIONAL HEALTH HAZARD TO ENSURE CORRECTIVE ACTION HAS BEEN INITIATED.

A2.1.10.7. MAINTAINS RECORD OF OCCUPATIONAL HEALTH RELATED RAC 4 OR 5 IDENTIFIED HAZARD UNTIL APPROPRIATE CORRECTIVE ACTION IS COMPLETED.

A2.1.11. EVALUATES NON-INDUSTRIAL BASE FACILITY:

A2.1.11.1. EVALUATES ADMINISTRATIVE FACILITY TO DETERMINE THE PRESENCE OR ABSENCE OF OCCUPATIONAL HEALTH PROBLEM.

A2.1.11.2. PREPARES APPROPRIATE REPORT, PROVIDES RECOMMENDATION FOR CORRECTIVE ACTION, AND FORWARDS COPY OF SURVEY REPORT TO APPROPRIATE BASE OFFICIAL/AGENCY.

A2.1.12. PERFORMS BIOENVIRONMENTAL ENGINEERING CONSULTATION TO BASE CONTRACTING FUNCTION:

A2.1.12.1. REVIEWS, EDITS, AND COORDINATES PERFORMANCE CONTRACT.

A2.1.12.2. ATTENDS CONTRACT AWARD MEETING. Attends contract award meeting for coordination of industrial hygiene and environmental requirement with approved contractor.

A2.1.13. ADMINISTERS POTABLE WATER QUALITY PROGRAM:

A2.1.13.1. ASSESSES POTABLE WATER QUALITY IAW ENVIRONMENTAL PROTECTION AGENCY RULES, AND THE SAFE DRINKING WATER ACT:

A2.1.13.1.1. ASSESSES LEAD IN WATER COOLER.

A2.1.13.1.2. MONITORS LEAD AND COPPER LEVEL IN POTABLE WATER SYSTEM.

A2.1.13.1.3. MONITORS CORROSION LEVEL IN POTABLE WATER SYSTEM.

A2.1.14. PROCESSES WATER SAMPLE FOR BIOLOGICAL ANALYSIS. Collects and processes sample for biological analysis to include preparation of container and form for shipment and analysis.

A2.1.14.1.. RECEIVES, REVIEWS, AND FILES WATER SAMPLE RESULT. Receives and compares test results with acceptable Environmental Protection Agency (EPA) standards.

A2.1.14.2. INVESTIGATES CAUSE OF NONCOMPLIANCE RESULTS AND COORDINATES CORRECTIVE ACTION. Investigates cause of noncompliance, resamples as necessary, and reports results to proper authority.

A2.1.15. ADMINISTERS BASE ENVIRONMENTAL POLLUTION MONITORING PROGRAM:

A2.1.15.1. ASSESSES WATER POLLUTION MONITORING REQUIREMENT:

A2.1.15.1.1. UPDATES WATER POLLUTION MONITORING REQUIREMENT.

A2.1.15.1.2. PERFORMS NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) MONITORING AND OTHER WATER SAMPLING. Performs Grab Sampling, prepares sample container and form, and collects sample. Performs composite sampling, calibrates sampling pump and measures flow on site, records result on container, collects sample, and preserves, packages, and ships sample. Processes/documents result from laboratory. Interprets result, conducts trend analysis, and submits result to organization or agency.

A2.1.15.2. UPDATES BASE POLLUTANT EMISSION INVENTORY:

A2.1.15.2.1. COLLECTS, COMPILES, AND ASSESSES AIR POLLUTANT DATA.

A2.1.15.2.2. COLLECTS, COMPILES, AND ASSESSES WATER POLLUTANT DATA.

A2.1.15.2.3. COLLECTS, COMPILES, AND ASSESSES HAZARDOUS WASTE POLLUTANT DATA.

A2.1.15.3. PERFORMS RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) MONITORING AND TRAINING:

A2.1.15.3.1. PROVIDES TRAINING ASSISTANCE.

A2.1.15.3.2. CONDUCTS COMPLIANCE SURVEY.

A2.1.15.3.3. ASSISTS IN DEVELOPING WASTE STREAM CHARACTERIZATION.

A2.1.15.3.4. REVIEWS AND PROVIDES DATA FOR HAZARDOUS WASTE PROFILE SHEET.

A2.1.15.3.5. PROVIDES MSDS TO APPROPRIATE AGENCY.

A2.1.15.4. ADMINISTERS POLLUTION PREVENTION PROGRAM:

A2.1.15.4.1. INVENTORIES AND TRACKS REDUCTION OF EPA'S AIR POLLUTANT EMISSIONS.

A2.1.15.4.2. INVENTORIES AND TRACKS REDUCTION OF EPA'S IDENTIFIED OZONE DEPLETORS.

A2.1.15.4.3. ASSISTS IN DETERMINING INSTALLATION'S WASTE MINIMIZATION OPTIONS.

A2.1.15.5. PERFORMS BIOENVIRONMENTAL SEGMENT OF ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM (ECAMP) AUDIT:

A2.1.15.5.1. PERFORMS EXTERNAL ECAMP AUDIT. Prepares data in support of ECAMP audit. Acts as escort and information source during audit. Reviews and validates preliminary findings. Recommends corrective action. Provides status on corrective action for audit findings.

A2.1.15.5.2. CONDUCTS BIOENVIRONMENTAL ENGINEERING PORTION OF INTERNAL ECAMP AUDIT. Provides data to action plan for identified ECAMP findings. Provides status on corrective action for internal ECAMP findings.

A2.1.15.6. ASSISTS ENVIRONMENTAL COORDINATOR WITH ENVIRONMENTAL PERMIT APPLICATION.

A2.1.15.7. INVESTIGATES ENVIRONMENTAL INCIDENT:

A2.1.15.7.1. INVESTIGATES FISH KILL OR CHEMICAL SPILL.

A2.1.15.7.2. PERFORMS SAMPLING TO DETERMINE IMPACT AND COORDINATES CORRECTIVE ACTION AS NECESSARY.

A2.1.15.7.3. MAINTAINS LIAISON WITH FEDERAL, STATE, AND/OR LOCAL OFFICIAL.

A2.1.15.7.4. BRIEFS ENVIRONMENTAL PROTECTION COMMITTEE AND COMMANDER REGARDING INCIDENT.

A2.1.15.8. PROVIDES BIOENVIRONMENTAL SUPPORT TO THE ENVIRONMENTAL ASSESSMENT (EA) PROGRAM:

A2.1.15.8.1. ATTENDS MEETING AS TECHNICAL ADVISOR.

A2.1.15.8.2. PROVIDES DATA FOR EA STUDY.

A2.1.15.8.3. REVIEWS EA STUDY FINDINGS.

A2.1.16. REVIEWS PEST CONTROL REPORT AND PLAN.

**A2.1.17. PARTICIPATES IN ASBESTOS ABATEMENT:**

A2.1.17.1. ASSISTS IN FACILITY SURVEY.

A2.1.17.2. CONDUCTS FACILITY SAMPLING (BULK).

A2.1.17.3. CONDUCTS RISK ASSESSMENT.

A2.1.17.4. OVERSEES CONTRACTOR ABATEMENT PROCEDURES.

A2.1.17.5. PREPARES AND DISTRIBUTES REPORT.

**A2.1.18. ADMINISTERS BASE RADIOLOGICAL PROTECTION PROGRAM:**

A2.1.18.1. MANAGES AS LOW AS REASONABLY ACHIEVABLE (ALARA) PROGRAM. Assigns action level to area identified for inclusion in ALARA program. Updates base ALARA regulation and training program. Reviews work center ALARA program. Assists in updating work center operating instruction and training program. Ensures compliance and accuracy of documentation.

A2.1.18.2. MAINTAINS IONIZING RADIATION SOURCE INVENTORY. Maintains inventory of ionizing radiation source on installation. Notes addition, deletion, or modification to radiation source inventory when visiting installation building. Identifies and evaluates radiation hazard to determine health hazard. Posts change to inventory.

A2.1.18.3. MONITORS RADIOACTIVE MATERIAL SHIPMENT. Determines type of isotope, activity, and standard. Measures leakage and collects swipe sample. Prepares swipe sample, documentation, and forwards. Reviews result, authorizes shipment, or requests repacking to meet Department of Transportation requirement. Files result.

A2.1.18.4. PERFORMS RADIATION SAFETY OFFICER DUTY. Provides guidance in emergency response planning and exercise. Provides input to Operations Plan. Serves as liaison with Radioisotope Committee, Radiological Safety Committee, and special interest group.

A2.1.18.5. MONITORS RADIO FREQUENCY (RF) RADIATION. Maintains RF emitter inventory. Requests data from organization using RF emitter. Verifies existing inventory data, performs calculation, coordinates with communication unit on new equipment purchase, updates change in form and case file, and publishes inventory.

A2.1.18.6. INVESTIGATES POTENTIAL OVEREXPOSURE TO NON-IONIZING RADIATION. Interviews personnel. Obtains documentation and operating parameter. Notifies appropriate agency and provides data. Determines if overexposure was possible. Performs measurement survey to determine exposure level. Prepares report. Forwards to MPH and documents case file.

A2.1.19. MONITORS LASER RADIATION:

A2.1.19.1. MAINTAINS LASER INVENTORY. Requests data from organization equipped with laser. Performs hazard evaluation, identifies hazard zone, and determines control. Prepares and distributes report.

A2.1.19.2. PERFORMS LASER RANGE EVALUATION. Obtains geographical and operational data on laser usage at range. Performs hazard evaluation, identifies hazard zone, and determines control. Prepares and distributes report.

A2.1.19.3. PROVIDES TECHNICAL GUIDANCE ON USE OF LASER.

A2.1.20. ADMINISTERS ISSUE EXCEPTION CODE (IEX) CODING PROGRAM:

A2.1.20.1. REVIEWS MASTER LISTING OF ALL POTENTIALLY HAZARDOUS/TOXIC SUBSTANCES USED ON THE INSTALLATION.

A2.1.20.2. INSTRUCTS BASE SUPPLY CONCERNING THE IEX FOR POTENTIALLY HAZARDOUS SUBSTANCE.

A2.1.20.3. RESEARCHES ITEM COMPOSITION, TOXICITY, AND NEED FOR IEX CODING.

A2.1.20.4. REVIEWS IEX 8 AND 9 LISTING AND UPDATES SHOP FOLDER AS REQUIRED.

A2.1.20.5. COORDINATES WITH BASE SUPPLY, CIVIL ENGINEERING, AND BASE CONTRACTING CONCERNING THE IEX PROGRAM.

A2.1.20.6. MAINTAINS PROPRIETARY COPY OF THE HAZARDOUS MATERIALS INFORMATION SYSTEM.

A2.1.20.7. MAINTAINS MSDS LIBRARY (HARD COPY).

A2.1.20.8. PROCESSES HAZARDOUS MATERIAL REQUEST FROM WORK CENTER. Processes request using the Air Force Environmental Management Informant System (EMIS) database.

A2.1.20.8.1. LOADS APPROPRIATE MSDS FOR EACH REQUEST AND ASSIGNS APPROPRIATE CODE.

A2.1.20.8.2. COORDINATES WITH BASE SUPPLY, SAFETY, AND THE ENVIRONMENTAL COORDINATOR ON APPROVAL/DISAPPROVAL OF ALL HAZARDOUS MATERIALS USED AT THE CRTIC.

A2.1.20.8.3. REVIEWS WORK CENTER AUTHORIZED HAZARDOUS MATERIAL (HM) AUTHORIZATION. Periodically reviews work center for currency/accuracy in EMIS database.

A2.1.20.8.4. PROVIDES WORK CENTER SUPERVISOR WITH CURRENT APPROVED AUTHORIZATION LISTING FOR THE WORK CENTER.

A2.1.20.9. PARTICIPATES IN HAZARDOUS MATERIAL INFORMATION SYSTEM (HMIS) HAZARDOUS MATERIALS PHARMACY (HAZMART):

A2.1.20.9.1. IDENTIFIES HAZARDOUS MATERIAL IAW LOCALLY ESTABLISHED GUIDANCE, AS APPROVED BY THE INSTALLATION AEROSPACE MEDICINE COUNCIL. Provides specific HM coding (IEX codes 8, 9, M, and HHF) to the pharmacy and requisitioning work center.

A2.1.20.9.2. ESTABLISHES AND MAINTAINS MASTER REPOSITORY FOR MSDS NEEDED TO SATISFY HAZMART PROGRAM.

A2.1.20.9.3. REVIEWS AND APPROVES/DISAPPROVES USE OF ALL HM USED ON THE CRTIC. Approves/disapproves use of HM by deployed activities of any organization assigned to the CRTIC organizational structure.

A2.1.20.9.4. EVALUATES HEALTH HAZARD DATA, PERTINENT TECHNICAL REFERENCES TO VALIDATE ENGINEERING CONTROLS, AND PROPER APPLICATION OF PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE/PPC).

A2.1.20.9.5. PROVIDES HEALTH HAZARD EXPOSURE ASSESSMENT AND TECHNICAL REVIEW FOR ALL SUITABLE SUBSTITUTES RECOMMENDED THROUGH POLLUTION PREVENTION (P2) ACTIVITIES, PRIOR TO IMPLEMENTATION.

A2.1.20.9.6. REVIEWS AND COORDINATES HAZMART POLICY CHANGE PRIOR TO IMPLEMENTATION. Assists in administrative review process as the health services technical expert. Conducts annual pharmacy program review of HM inventory listing to include review of product frequency use, maximum single use for each product, total annual product use, product unit of issue, quantity of product on hand, product addition/deletion, suitable product substitution, work center training program, handling/storage procedures, and application of PPE/PPC.

A2.1.20.9.7. DETERMINES COMPLIANCE WITH REQUIREMENTS OF AFOSH STD 161-21, *HAZARDOUS COMMUNICATION (HAZCOM) STANDARD*. Performs process review to include as a minimum the workplace specific written HAZCOM program, material safety data sheets, HM inventory, labels and other forms of warning, education and training, additional duties listing/briefings.

A2.1.20.9.8. PERFORMS AS PERMANENT MEMBER OF THE HAZARDOUS MATERIAL MANAGEMENT TEAM (HMMT).

A2.1.21. INVESTIGATES WORKMEN'S COMPENSATION CLAIM. Investigates claim for compensation by civilian employee, requests previous records, and extracts data; coordinates action with MPH and Consolidated Civilian Personnel Office. Analyzes data and prepares report.

A2.1.22. ADMINISTERS FEDERAL HAZCOM TRAINING PROGRAM:

A2.1.22.1. UPDATES WRITTEN BASE HAZCOM PROGRAM IAW AFOSH STANDARD 161-21.

A2.1.22.2. ADVISES BASE AGENCY ON HAZCOM LABELING.

A2.1.22.3. PROVIDES MSDS ASSISTANCE. Confers with employees who have questions concerning a particular hazardous material they may be using in the workplace.

A2.1.23. PROVIDES BIOENVIRONMENTAL INPUT TO THE BASE DISASTER CONTROL PROGRAM. Participates in planning for control of incident.

A2.1.23.1. UPDATES AND REVIEWS INPUT TO DISASTER PLAN:

A2.1.23.1.1. UPDATES AND REVIEWS INPUT TO ANNEX "F" OF DISASTER PREPAREDNESS PLAN.

A2.1.23.1.2. UPDATES AND REVIEWS INPUT TO BASE SPILL PLAN.

A2.1.23.2. RESPONDS TO ACTUAL DISASTER OR PRACTICE EXERCISE.

A2.1.23.3. MAINTAINS EMERGENCY RESPONSE EQUIPMENT.

A2.1.24. PERFORMS TEMPORARY DUTY (TDY) TRAVEL.

A2.1.25. UPDATES AEROSPACE INFORMATION MANAGEMENT SYSTEM (ASIMS). Updates ASIMS database on daily management procedures.

A2.1.26. MANAGES BIOENVIRONMENTAL PROGRAM PLAN:

A2.1.26.1. UPDATES FIVE-YEAR EQUIPMENT REPLACEMENT PLAN.

A2.1.26.2. UPDATES BIOENVIRONMENTAL PROGRAM MANAGEMENT PLAN.

A2.1.26.3. IMPLEMENTS BIOENVIRONMENTAL PROGRAM/PLAN. Implements "low impact" bioenvironmental program/plan. Reviews program/plan implementation.

Performs technical research. Formulates draft plan. Assesses program plan impact. Briefs executive management. Finalizes program/plan implementation.

A2.1.27. ATTENDS SPECIAL BIOENVIRONMENTAL PROGRAM MEETING:

A2.1.27.1. ATTENDS OCCUPATIONAL SAFETY AND HEALTH COUNCIL MEETING.

A2.1.27.2. ATTENDS ENVIRONMENTAL PROTECTION COMMITTEE MEETING.

A2.1.27.3. ATTENDS FACILITIES BOARD MEETING.

A2.1.28. MAINTAINS BIOENVIRONMENTAL TECHNICAL REFERENCE LIBRARY. Maintains and updates professional publications.

A2.1.29. MANAGES HEARING CONSERVATION PROGRAM:

A2.1.29.1. CONDUCTS AUDIOGRAM. Performs audiometric booth testing and evaluation. Gathers baseline data. Performs octave band noise analysis. Completes AF IMT 1622, *Engineering Noise Survey*, and sends letter.

A2.1.29.2. REACCOMPLISHES CERTIFICATION AS AUDIOMETRIC TECHNICIAN.

A2.1.29.3. INPUTS DATA TO DEFENSE OCCUPATIONAL HEALTH READINESS SYSTEM (DOHRS) DATABASE.

A2.1.29.4. PERFORMS PERIODIC REVIEW OF PROGRAM TO ENSURE COMPLIANCE.

A2.1.30. PREPARES FOR UNIT TRAINING ASSEMBLY.

A2.1.30.1. PROVIDES DEPLOYED UNIT SUPPORT. Provides bioenvironmental engineering support/training to deployed unit.

A2.1.31. PARTICIPATES AS COMMITTEE/TEAM MEMBER:

A2.1.31.1. PARTICIPATES AS ENVIRONMENTAL PROTECTION COMMITTEE MEMBER.

A2.1.31.2. PARTICIPATES AS MEMBER OF AEROSPACE MEDICAL COUNCIL.

A2.1.31.3. PARTICIPATES AS MEMBER OF SPILL RESPONSE TEAM. Provides training as required.

A2.1.31.4. PARTICIPATES AS MEMBER OF HEALTH AND SAFETY COUNCIL.

A2.1.31.5. PARTICIPATES AS MEMBER OF CONFINED SPACE TEAM.

A2.1.32. MEDICAL SERVICES:

A2.1.32.1. PROVIDES MEDICAL SERVICES:

A2.1.32.1.1. MANAGES MEDICAL FUNCTION:

A2.1.32.1.1.1. PROVIDES TECHNICAL MEDICAL BRIEFING AND ASSISTANCE.

A2.1.32.1.1.2. MANAGES FULL-TIME HEALTH PROGRAM FOR SUPPORTED UNIT. Administers Base Occupational Health Program, Safety Program, and Formal Medical Agreement.

A2.1.32.1.1.3. PREPARES/REVIEWS MEDICAL/BASE DISASTER RESPONSE PLAN.

A2.1.32.1.1.4. COORDINATES EMERGENCY MEDICAL RESPONSE/EXERCISE. Dispatches representative to Command Post. Notifies support agency. Participates in accident/incident investigation. Presents emergency medical response/exercise briefing to visiting unit.

A2.1.32.1.1.5. PREPARES MEDICAL REPORT. Prepares Physical Exam Compliance Rate, Immunization Compliance Rate, Human Immunodeficiency Virus (HIV) Compliance, Drug Testing, Medical Service Workload, and State required reports.

A2.1.32.1.1.6. INVESTIGATES INQUIRY. Responds to Congressional or Board of Correction of Military Records inquiry, Inspector General Investigation, and State or ANG/Surgeon General (SG) inquiry. Researches, compiles information, and generates response to inquiry.

A2.1.32.1.1.7. MANAGES DRUG TESTING PROGRAM. Manages medical component of military and civilian drug testing program. Arranges for drug testing. Retrieves name of identified personnel for monthly drug urine testing from PC-III. Notifies Commander of names selected. Notifies member selected. Gives time and place of sampling. Selects observer and assures briefing sheet is read, understood, and signed. Accomplishes labeling, documentation, and correct chain-of-custody of sample. Forwards specimen following chain-of-custody procedure. Transports sample to Post Office or testing laboratory using accepted routing. Reviews and distributes lab testing report. Prepares summary report of testing result. Prepares documentation package for positive case. Schedules individual tested positive for medical consultation.

A2.1.32.1.1.8. COORDINATES EMPLOYEE HEALTH AWARENESS PROGRAM. Coordinates employee involvement by identifying employee need, scope of involvement, and obtaining recommendation for intervention.

A2.1.32.1.1.9 CONDUCTS SELF-INSPECTION PROGRAM. Maintains written record of self-inspection.

A2.1.32.1.2. RESPONDS TO HEALTH SERVICES READINESS INSPECTION.

A2.1.32.2. MANAGES PHYSICAL EXAMINATION PROGRAM:

A2.1.32.2.1. SCHEDULES PHYSICAL EXAMINATION. Reviews computer listing for accuracy. Coordinates with unit. Coordinates with unit to reschedule incomplete and/or overdue physical examination. Prepares/distributes schedule and individual physical examination packet. Prepares Compliance Rate report. Reviews completed examination. Reviews Military Entrance Processing Station physical. Prepares completed physical examination paperwork in final form. Prepares Commissioning; Flying Class I/IA, II, and III; Interim Flying; Periodic; Medical Evaluation Board, and preplacement physicals. Prepares physical waiver documentation for submission. Reports completed physical examination action, including HIV result, to Military Personnel Flight (MPF). Files completed examination in medical record.

A2.1.32.2.2. PERFORMS PARAPROFESSIONAL TASK ASSOCIATED WITH PHYSICAL EXAMINATION/ STANDARD. Prepares examination room. Takes height, weight, blood pressure, and/or pulse. Performs body fat measurement and checks profile factor. Performs Electrocardiogram, vision screening, hearing, and pulmonary function tests. Obtains specimen and performs laboratory study associated with clinical indicator/physical exam. Performs dipstick urinalysis/blood sugar. Draws blood from patient and processes. Prepares shipping documentation specimen for shipment. Travels for specimen delivery and pick up. Reviews result for accuracy. Reviews/documents Papanicolaous Smear result. Performs pregnancy test. Enters test result information in medical record.

A2.1.32.2.3. PROCESSES AF IMT 895, *ANNUAL MEDICAL CERTIFICATE*. Reviews computer listing. Forwards to affected personnel for completion. Reviews completed form. Completes follow-up action to positive response. Files completed medical certification.

A2.1.32.2.4. SCHEDULES IMMUNIZATION. Reviews automated listing for due/overdue immunization. Refers updated roster to affected organization. Ensures compliance with current immunization requirement. Administers immunization. Prepares updated Immunization Record.

A2.1.32.2.5. PROCESSES ORDER FOR SPECTACLES. Processes for aviation spectacles, safety glasses, and protective mask insert. Identifies personnel authorized

spectacles. Reviews form. Obligates funds for procurement of spectacles. Forwards request to optical lab. Receives spectacles, compares to requisition, and authorizes payment for service received. Issues spectacles. Documents and files transaction.

#### A2.1.32.3.MANAGES MEDICAL CARE:

A2.1.32.3.1.. PERFORMS LINE-OF-DUTY (LOD) DETERMINATION. Identifies personnel requiring LOD treatment, investigates incident, determines incapacitation status, and consults with physician. Prepares LOD report. Coordinates with affected agency. Ensures patient receives authorized medical care. Performs follow-up on case file. Requests patient treatment summary and diagnostic testing result. Processes medical bill claim from civilian medical source. Processes claim with TRICARE or for a Traditional Guardsman, processes a LOD Determination with the appropriate Military Medical Support Office (MMSO). Prepares bill for forwarding to appropriate agency for payment. Follows-up with agency on non-paid bill to assure payment is made. Directs provider to contact paying agency if questions arise. Provides paraprofessional medical advice to patient. Documents case in medical record.

A2.1.32.3.2. PERFORMS EMERGENCY/CRASH RESPONSE. Responds to on-base emergency as directed by Fire Department and/or Crash Rescue team. Coordinates medical care for entitled personnel. Consults with attending physician regarding care. Documents incident. Files patient treatment summary and diagnostic treatment summary.

A2.1.32.3.3. PERFORMS FLIGHT EVALUATION. Recommends continuance, removal, or return to flying duty. Consults with Flight Surgeon. Forwards recommendation to Commander and Flight Records. Coordinates with flying unit regarding disposition of flyer.

A2.1.32.3.4. DISPENSES MEDICATION. Dispenses nonprescription medication.

#### A2.1.32.4. ADMINISTRATION:

A2.1.32.4.1. ADMINISTERS/COORDINATES PHYSICAL EXAMINATION SCHEDULE WITH SUPPORTED UNIT. Prepares medical/dental record. Documents examination result. Identifies examination to no-show.

A2.1.32.4.2. ADMINISTERS BASE IMMUNIZATION PROGRAM. Schedules base personnel for immunization. Updates Immunization Roster.

A2.1.32.4.3. ADMINISTERS MEDICAL SECURITY PROGRAM. Performs Facility Survey and monitors security clearance.

A2.1.32.4.4. VALIDATES AF IMT 2583, *REQUEST FOR PERSONNEL SECURITY ACTION, FOR BASE POPULATION*.

A2.1.32.4.5. ADMINISTERS MEDICAL CURRENCY INFORMATION FILE. Prepares data file and AF IMT 396, *Signature Card*.

A2.1.32.4.6. MAINTAINS MEDICAL COMPUTER SYSTEM. Establishes computer requirement, provides computer training, and operates computer remote.

A2.1.32.4.7. MAINTAINS MEDICAL/DENTAL RECORD. Files documentation in record. Creates new medical/dental record.

A2.1.32.4.8. CONDUCTS SUPPORTED UNIT INCOMING/OUTGOING CLEARANCE.

A2.1.32.5. PROVIDES SELF-AID AND BUDDY CARE (SABC) TRAINING:

A2.1.32.5.1. PROVIDES SABC INSTRUCTION. Monitors requirement for mobility personnel to have SABC instruction. Notifies individual of need for class and assigns class date. Prepares classroom. Assures all required materials are available. Teaches class IAW Operating Instruction. Documents results of testing. Processes SABC card to individual passing course.

A2.1.32.5.2. PROVIDES TECHNICAL ADVICE.

A2.1.32.5.3. MONITORS TRAINING REPORT.

A2.1.32.6. PROVIDES CARDIOPULMONARY RESUSCITATION (CPR) TRAINING TO BASE PERSONNEL:

A2.1.32.6.1. MAINTAINS CURRENCY AS INSTRUCTOR WITH LOCAL AMERICAN HEART ASSOCIATION (AHA) AFFILIATE.

A2.1.32.6.2. PREPARES CLASSROOM FOR CPR COURSE.

A2.1.36.6.3. CONDUCTS CPR COURSE IAW AHA STANDARDS.

A2.1.32.6.4. MAINTAINS EQUIPMENT AND TEACHING MATERIAL TO ASSURE CURRENCY TO STANDARDS.

A2.1.32.6.5. PREPARES CLASS ROSTER FOR SUBMITTAL OF CPR CARDS.

A2.1.32.6.6. DISTRIBUTES CARD TO INDIVIDUAL.

A2.1.32.7. MANAGES RESOURCE:

A2.1.32.7.1. MANAGES MEDICAL BUDGET.

A2.1.32.7.2. MAINTAINS MEDICAL SUPPLY.

A2.1.32.7.3. MANAGES MEDICAL EQUIPMENT.

A2.1.32.7.4. MAINTAINS FIRST-AID KIT. Periodically inspects personal and shop first-aid kit and serviceability, replaces dated item, and repacks as needed.

A2.1.32.8. PERFORMS VISITING UNIT MEDICAL LIAISON:

A2.1.32.8.1. ACTS AS MEDICAL POINT OF CONTACT (POC) AT CRTC. Briefs visiting unit by telephone prior to deployment. Attends predeployment site briefing as CRTC Medical Representative. Conducts predeployment and actual deployment tour of installation. Identifies activity, problem, or unique emergency procedure. Conducts tour of area medical facility with visiting medical personnel. Introduces visitor to POC at each facility. Signs out/recovers building and equipment from visiting unit. Oversees day-to-day use of Clinic by visiting unit. Provides guidance as required.

A2.1.32.8.2. CONDUCTS AMBULANCE FAMILIARITY TRAINING AS NEEDED.

A2.1.32.8.3. CONDUCTS FLIGHTLINE RESPONSE TRAINING FOR INFLIGHT EMERGENCY.

A2.1.32.8.4. PROVIDES EMERGENCY FIRST-AID TO VISITING UNIT PERSONNEL.

A2.1.32.8.5. PROVIDES MEDICAL ESCORT AS NEEDED.

A2.1.32.9 SERVES AS INDEPENDENT DUTY MEDICAL TECHNICIAN (IDMT):

A2.1.32.9.1. PROVIDES MEDICAL/DENTAL TREATMENT FOR MILITARY MEMBER ASSIGNED OR ON TEMPORARY DUTY (TDY) TO SITE DURING DEPLOYMENT FOR COMBAT READINESS TRAINING. Diagnoses and treats patient seen in Clinic. Refers to civilian provider when warranted.

A2.1.32.9.2. EXAMINES AND TREATS MEMBER PRESENTING TO CLINIC FOR MEDICAL/DENTAL TREATMENT.

A2.1.32.9.3. DOCUMENTS MEDICAL/DENTAL RECORD.

A2.1.32.9.3.1. REFERS PATIENT NEEDING TREATMENT OUTSIDE SCOPE OF CARE TO APPROPRIATE PROVIDER. Assures needed paperwork is sent with patient.

A2.1.32.9.3.2. PRESCRIBES AND DISPENSES MEDICATION IAW AFI 44-103, THE AIR FORCE *IDMT PROGRAM AND MEDICAL SUPPORT FOR MOBILE MEDICAL UNITS, REMOTE SITES*.

A2.1.32.9.4. NOTIFIES PATIENT OF ABNORMAL LAB RESULTS AS DETERMINED BY PROVIDER. Provides appropriate care as instructed by Preceptor.

A2.1.32.9.5. CONSULTS WITH PRECEPTOR . Makes appropriate notifications.

A2.1.32.9.6. WORKS WITH PUBLIC HEALTH AND BIOENVIRONMENTAL HEALTH TO ENSURE OCCUPATIONAL PHYSICAL IS PERFORMED.

A2.1.32.9.7. PROVIDES HEALTH BENEFITS GUIDANCE TO ACTIVE DUTY MEMBER.

A2.1.32.9.8 MAINTAINS CONTINUING EDUCATION FOR CURRENCY OF IDMT STATUS:

A2.1.32.9.9 ATTENDS ANNUAL REFRESHER TRAINING WITH HMTF. Clears all sections of Hospital. Works with Physician Preceptor, seeing patients.

A2.1.32.9.9.1. ATTENDS LOCAL CLASS/COURSE.

A2.1.32.9.9.2. UPDATES ON-THE-JOB-TRAINING (OJT) RECORD AS CLASS IS ACCOMPLISHED.

A2.1.32.9.10. PERFORMS MEDICAL DATA REPORTING. Prepares AF IMT 422, *Physical Profile*.

#### A2.1.32.10. PUBLIC HEALTH

A2.1.32.10.1. MANAGES EPIDEMIOLOGY PROGRAM:

A2.1.32.10.1.1 MAINTAINS CURRENT BASE DEMOGRAPHIC STATISTIC. Determines and updates total number of personnel supported; categorizes base population by age, gender, race/ethnicity, military status, and military occupation; and determines key risk factor for adverse health outcome in the base population.

A2.1.32.10.1.2. MANAGES BASE HEALTH EVENT SURVEILLANCE PROGRAM:

A2.1.32.10.1.2.1. DEVELOPS AND MAINTAINS DATA COLLECTION SYSTEM/MECHANISM.

A2.1.32.10.1.2.2. DETERMINES AND MONITORS INCIDENCE, PREVALENCE, AND TREND IN INFECTIOUS DISEASE.

A2.1.32.10.1.2.3. DETERMINES AND MONITORS INCIDENCE, PREVALENCE, AND TREND IN OCCUPATIONAL ILLNESS, INJURY, AND DEATH.

A2.1.32.10.1.2.4. DETERMINES AND MONITORS INCIDENCE, PREVALENCE, AND TREND IN OPERATIONALLY-ACQUIRED HEALTH CONDITION.

A2.1.32.10.1.2.5. DETERMINES AND MONITORS INCIDENCE, PREVALENCE, AND TREND IN ADVERSE REPRODUCTIVE HEALTH OUTCOME.

A2.1.32.10.1.2.6. DETERMINES BASELINE.

A2.1.32.10.1.2.7. ANALYZES EPIDEMIOLOGY DATA TO GENERATE USABLE INFORMATION.

A2.1.32.10.1.2.7.1. COMPARES HEALTH EVENT OF INTEREST WITH RELEVANT BASELINE.

A2.1.32.10.1.2.7.2. DETERMINES ASSOCIATION BETWEEN HEALTH EVENT AND RISK FACTOR.

A2.1.32.10.1.2.7.3. TARGETS PREVENTION AND CONTROL ACTIVITY.

A2.1.32.10.1.2.7.4. COMMUNICATES EPIDEMIOLOGY GENERATED INFORMATION TO USER. Communicates to Commander, supervisor, program manager, member, relevant military/civilian agency.

A2.1.32.10.1.2.7.5. PROVIDES WRITTEN PRODUCT (I.E., REPORT, NARRATIVE, ETC).

A2.1.32.10.1.2.7.6. PROVIDES GRAPHIC/PRESENTATION PRODUCT (I.E., BRIEFING, ETC).

A2.1.32.10.1.2.7.7. PROVIDES CONSULTATION (I.E., IN PERSON, TELEPHONIC, ETC).

A2.1.32.10.1.2.7.8. DIRECTS OUTBREAK (I.E., EPIDEMIC) RESPONSE IN ACCORDANCE WITH CENTERS FOR DISEASE CONTROL (CDC) AND PREVENTION GUIDELINE:

A2.1.32.10.1.2.7.8.1. COLLECTS DATA. Collects data from victim, control, provider, and laboratory; analyzes data, characterizes outbreak, and determines probable cause; formulates and executes outbreak control tactic; documents activity (case file, medical records, aerospace medicine information management system, required forms); and reports finding in writing to responsible commander/agency.

A2.1.32.10.1.2.7.8.2. DEVELOPS STRATEGY TO PREVENT FUTURE OUTBREAK.

A2.1.32.10.1.2.7.8.3. PROVIDES EPIDEMIOLOGY ADVICE AND CONSULTATION TO DECISION-MAKER (I.E., COMMANDER, SUPERVISOR, AND MEMBER).

A2.1.32.10.1.2.7.8.4. GENERATES AND MAINTAINS EPIDEMIOLOGY METRICS. Prepares metric on reportable health event and epidemiology statistic.

A2.1.32.10.1.2.7.8.5. COLLECTS, COLLATES, EVALUATES EPIDEMIOLOGY (EPI) DATA, PREPARES REPORT AND FORWARDS TO APPLICABLE AGENCY.

A2.1.32.11. MANAGES OCCUPATIONAL HEALTH PROGRAM:

A2.1.32.11.1. PROVIDES OCCUPATIONAL HEALTH ADVICE. Provides technical assistance and consultation to Commander, supervisor, worker and family.

A2.1.32.11.2. MANAGES OCCUPATIONAL HEALTH EDUCATION AND TRAINING PROGRAM:

A2.1.32.11.2.1. ANALYZES INDUSTRIAL HYGIENE SURVEY. Researches potential workplace hazard to determine Occupational Health education and training requirement.

A2.1.32.11.2.2. SUBMITS RECOMMENDED TRAINING REQUIREMENT TO AEROSPACE MEDICINE COUNCIL FOR APPROVAL.

A2.1.32.11.2.3. DOCUMENTS TRAINING REQUIREMENT IN INDUSTRIAL HYGIENE CASE FILE.

A2.1.32.11.2.4. DEVELOPS MASTER OCCUPATIONAL HEALTH EDUCATION AND TRAINING PLAN.

A2.1.32.11.2.5 DEVELOPS TRAINING MATERIAL FOR POTENTIAL WORKPLACE HAZARD. Develops lesson plan, briefing, audiovisual, prop, critique, etc.

A2.1.32.11.2.6. MAINTAINS OCCUPATIONAL HEALTH EDUCATION AND TRAINING RESOURCE/REFERENCE.

A2.1.32.11.2.7. CONDUCTS OCCUPATIONAL SAFETY AND HEALTH ACT-MANDATED OPERATIONAL HEALTH EDUCATION AND TRAINING FOR SUPERVISOR AND WORKER. Trains the trainer, individual or group. Performs Asbestos, Blood borne Pathogens, Cadmium, Ergonomics, Fecal Pathogens (Hepatitis A, Typhoid, Cholera), Isocyanates, Field Hygiene, and Sanitation Training. Performs Fuel Tank Entry Hazard Awareness, Federal HAZCOM, Public Health Aspect of Hazardous Materials, Heat And Cold Injury, Hearing Conservation, and Hydrazine Hazard Training. Performs Ionizing Radiation Laser, Lead Hazard, Liquid Fuels (JP-8, Benzene), Mercury Hazard, Medical Employee Health, Pesticide Hazard Awareness, Radio Frequency (RF) Radiation, and Reproductive Health (including Fetal Protection) training. Performs Respiratory Protection, Specialized Training For High-Risk Area (i.e. Regional Paint Facility, Safety Observer Duties), Tuberculosis Exposure Control, and specific training based on local requirement.

A2.1.32.11.2.7.1. COMPLETES AF IMT 2767, *OCCUPATIONAL HEALTH TRAINING AND PROTECTIVE EQUIPMENT FIT TESTING* (LRA). Documents activity in Industrial Hygiene case file.

A2.1.32.11.2.7.2. UPDATES EDUCATION AND TRAINING IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED DATABASE. Updates information management system, Aerospace Medicine Information System or equivalent.

A2.1.32.11.2.7.3. PERFORMS RISK COMMUNICATION. Performs in person, telephonically and electronically.

A2.1.32.11.2.7.4. MAINTAINS OCCUPATIONAL HEALTH EDUCATION AND TRAINING STATISTIC.

A2.1.32.11.3. MANAGES OCCUPATIONAL HEALTH BIOLOGICAL MONITORING (I.E., OCCUPATIONAL PHYSICAL EXAMINATION) PROGRAM:

A2.1.32.11.3.1 ANALYZES INDUSTRIAL HYGIENE SURVEY AND FORM Analyzes for work-related exposure to potentially hazardous agent and/or process; assesses risk to worker health from occupational exposure; and determines need for biological monitoring.

A2.1.32.11.3.2. REVIEWS AND ANALYZES OCCUPATIONAL ILLNESS/INJURY DATABASE FOR RELEVANT INFORMATION (I.E., TREND, ETC.).

A2.1.32.11.3.3. DETERMINES EXPOSURE-BASED BIOLOGICAL MONITORING REQUIREMENT.

A2.1.32.11.3.4. DETERMINES REGULATORY REQUIREMENT FOR BIOLOGICAL MONITORING.

A2.1.32.11.3.5. FORMULATES BIOLOGICAL MONITORING RECOMMENDATION. Submits to Aerospace Medicine Council for approval.

A2.1.32.11.3.6. COMPLETES AND DISTRIBUTES AF IMT 2766, *CLINICAL OCCUPATIONAL HEALTH EXAMINATION REQUIREMENT*, SUBSEQUENT TO AEROSPACE MEDICINE COUNCIL APPROVAL.

A2.1.32.11.3.7. GENERATES OCCUPATIONAL PHYSICAL EXAM SCHEDULING PRODUCT. Creates product from automated information management system and ensures Occupational Health exam is accomplished.

A2.1.32.11.3.8. SCREENS OCCUPATIONAL PHYSICAL EXAM RESULT. Determines abnormal or questionable outcome and elevates recommendation to appropriate medical provider.

A2.1.32.11.3.9. DETERMINES SUITABILITY FOR JOB PLACEMENT/FITNESS FOR DUTY/FITNESS FOR RISK. Screens occupational physical exam result and elevates recommendation to appropriate medical provider.

A2.1.32.11.3.10. CONDUCTS PERIODIC MEDICAL RECORD REVIEW. Determines overall effectiveness of the biological monitoring process.

A2.1.32.11.3.11. DOCUMENTS BIOLOGICAL MONITORING PROCESS IN INDUSTRIAL HYGIENE CASE FILE AND MEDICAL RECORD AS REQUIRED.

A2.1.32.11.3.12. REPORTS BIOLOGICAL MONITORING PROCESS FINDING TO AEROSPACE MEDICINE COUNCIL.

A2.1.32.11.3.13. UPDATES BIOLOGICAL MONITORING IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.11.4. MANAGES OCCUPATIONAL HEALTH EPIDEMIOLOGY PROGRAM:

A2.1.32.11.4.1. DEVELOPS MASTER SCHEDULING PLAN. Prepares plan for occupational health surveillance activity, shop visit, training, occupational physical, trend analysis, etc.

A2.1.32.11.4.2. CONDUCTS OCCUPATIONAL HEALTH EVENT SURVEILLANCE. Collects and monitors data related to chemical, biological, radiological, noise, environmental stressor (including ergonomic), and physical hazard. Conducts trend analysis. Analyzes hazard and work place specific trend, as well as aggregate on occupational physical exam result. Reviews applicable forms and Shop Visit report to determine trend. Reviews relevant personal protective equipment or work practice non-compliance.

A2.1.32.11.4.3. COORDINATES OCCUPATIONAL HEALTH EVENT OUTBREAK RESPONSE.

A2.1.32.11.4.4. PERFORMS OCCUPATIONAL ILLNESS INVESTIGATION AND REPORTING. Identifies case requiring investigation. Coordinates case with Bioenvironmental Engineering section. Refers worker to health care provider with recommendation. Conducts interview with patient, researches and obtains technical information, and consults health care provider for medical guidance. Tracks diagnosis and medical disposition of case. Completes and distributes applicable form. Generates Report for Aerospace Medicine Council and medical provider staff on occupational illness. Educates Commander, supervisor, worker, and medical provider staff on occupational illness reporting procedure.

A2.1.32.11.4.5. DEVELOPS AND MAINTAINS OCCUPATIONAL ILLNESS STATISTIC.

A2.1.32.11.4.6. REPORTS OCCUPATIONAL HEALTH EPIDEMIOLOGY PROGRAM FINDING. Reports finding to Commander, medical provider, and relevant military/civilian agency.

A2.1.32.11.4.7. MANAGES AUTOMATED INFORMATION MANAGEMENT SYSTEM DATABASE FOR OCCUPATIONAL HEALTH PROGRAM:

A2.1.32.11.4.8. ESTABLISHES AND MAINTAINS AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.11.4.8.1. ACQUIRES MONTHLY MASTER PERSONNEL ROSTER/FILE UPDATE. Coordinates with MPF or human resource and civilian personnel office.

A2.1.32.11.4.8.2. PROCESSES MASTER PERSONNEL ROSTER/FILE INTO AUTOMATED INFORMATION MANAGEMENT SYSTEM. Updates data field; conducts data quality control; and generates report.

A2.1.32.12. MANAGES MEDICAL EMPLOYEE HEALTH PROGRAM:

A2.1.32.12.1. INTERVIEWS NEW EMPLOYEE. Determines education/training requirement and medical screening requirement.

A2.1.32.12.2. VALIDATES LABORATORY TEST/SCREENING/IMMUNIZATION REQUIREMENT (I.E., HIV, TB, HEPATITIS B, MEASLES, RUBELLA, VARICELLA).

A2.1.32.12.3. DOCUMENTS MEDICAL WORK-UP IN PERSONAL HEALTH RECORD.

A2.1.32.12.4. TRAINS EMPLOYEE AND DOCUMENTS AF IMT 2767 AND AF IMT 55, *EMPLOYEE SAFETY AND HEALTH RECORD*.

A2.1.32.12.5. UPDATES MEDICAL EMPLOYEE HEALTH PROGRAM ACTIVITY IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.13. MANAGES BASE HEARING CONSERVATION PROGRAM:

A2.1.32.13.1. REVIEWS TECHNICAL INFORMATION. Identifies worker exposed to noise above exposure limit.

A2.1.32.13.2. TRAINS SUPERVISOR AND WORKER. Provides Hearing Conservation Program training, and documents AF IMT 2767.

A2.1.32.13.3. RECOMMENDS HEARING PROTECTION, ADMINISTRATIVE, AND WORK PRACTICE CONTROL.

A2.1.32.13.4. FIT-TESTS HEARING PROTECTOR (I.E., EAR PLUG). Refers unfittable patient for custom-molded earplug.

A2.1.32.13.5. TRAINS INDIVIDUAL ON WEAR, USE, AND CARE OF EAR PLUG.

A2.1.32.13.6. DOCUMENTS FIT TEST AND TRAINING ON AF IMT 2767 AND MEDICAL RECORD.

A2.1.32.13.7. MANAGES AUTOMATED AUDIOMETRIC TESTING (I.E., DOHRS-HC). Calibrates audiometer daily. Performs audiometric testing, and documents in medical record. Retrieves and reviews medical record; reviews result. Documents applicable form.

A2.1.32.13.8. CONDUCTS HEARING CONSERVATION PROGRAM SURVEILLANCE. Collects and analyzes hearing conservation program data for trend. Maintains Hearing Conservation Program statistic.

A2.1.32.13.9. UPDATES HEARING CONSERVATION PROGRAM ACTIVITY IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.13.10. REPORTS HEARING CONSERVATION PROGRAM ACTIVITY. Reports to Commander, supervisor, worker, medical provider, and relevant military/civilian agency.

A2.1.32.14. MANAGES BASE REPRODUCTIVE HEALTH PROGRAM:

A2.1.32.14.1. ANALYZES INDUSTRIAL HYGIENE SURVEY. Analyzes AF IMT 2755 and hazardous chemical inventory to determine work-related exposure to reproductive hazard.

A2.1.32.14.2. TRAINS AT-RISK WORKER AND SUPERVISOR. Documents on AF IMT 2767.

A2.1.32.14.3. MANAGES BASE FETAL PROTECTION PROGRAM. Receives and reviews referral on pregnant member. Interviews member and member's supervisor and completes Standard Workplace Questionnaire. Consults Bioenvironmental Engineering section for exposure data. Determines presence of fetal and maternal risk. Formulates recommended job variation. Documents risk evaluation and initiates tracking process. Forwards recommendation to attending physician.

A2.1.32.14.3.1.. COLLECTS AND ANALYZES REPRODUCTIVE HEALTH PROGRAM DATA.

A2.1.32.14.3.2. MAINTAINS FETAL PROTECTION STATISTIC.

A2.1.32.14.4. UPDATES REPRODUCTIVE HEALTH PROGRAM ACTIVITY IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.14.5. REPORTS REPRODUCTIVE HEALTH PROGRAM ACTIVITY. Reports to Commander, supervisor, worker, medical provider, and relevant military/civilian agency.

A2.1.32.15. MANAGES BASE BLOODBORNE PATHOGEN PROGRAM:

A2.1.32.15.1. DEVELOPS AND UPDATES BASE BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN.

A2.1.32.15.2. ANALYZES INDUSTRIAL HYGIENE SURVEY. Analyzes AF IMT 2755 and regulatory standard to determine work-related exposure to base blood borne pathogen.

A2.1.32.15.3. TRAINS AT-RISK WORKER AND SUPERVISOR. Documents training on AF IMT 2767 and AF IMT 55.

A2.1.32.15.4. IDENTIFIES WORKER REQUIRING HEPATITIS B IMMUNIZATION.

A2.1.32.15.5. INVESTIGATES OCCUPATIONAL BASE BLOODBORNE PATHOGEN EXPOSURE INCIDENT. Interviews patient and determines susceptibility. Identifies source and determines transmission risk. Initiates medical evaluation and tracks follow-up for patient and source. Educates patient and source.

A2.1.32.15.6. DOCUMENTS BASE BLOODBORNE PATHOGEN ACTIVITY IN WORKER'S MEDICAL RECORD AND CASE FILE.

A2.1.32.15.7. UPDATES BASE BLOODBORNE PATHOGEN ACTIVITY IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.16. MANAGES PUBLIC HEALTH ASPECT OF BASE RESPIRATORY PROTECTION PROGRAM:

A2.1.32.16.1. ANALYZES INDUSTRIAL HYGIENE SURVEY. Analyzes AF IMT 2755 and regulatory standard to determine personnel with work-related exposure requiring entry into the Respiratory Protection Program.

A2.1.32.16.2. MAINTAINS RESPIRATORY PROTECTION PROGRAM. Performs training and fit testing resource/equipment (i.e., daily calibration).

A2.1.32.16.3. INITIATES OCCUPATIONAL SAFETY HEALTH ACT MANDATED RESPIRATORY PROTECTION PROGRAM QUESTIONNAIRE.

A2.1.32.16.3.1. REVIEWS RESPIRATORY PROTECTION PROGRAM QUESTIONNAIRE AND COORDINATES MEDICAL FOLLOW UP.

A2.1.32.16.3.2. CONDUCTS RELEVANT RESPIRATORY PROTECTION PLAN EDUCATION AND TRAINING.

A2.1.32.16.3.3. DOCUMENTS FORM AND ANNOTATES INDUSTRIAL HYGIENE CASE FILE.

A2.1.32.16.3.4. UPDATES RESPIRATORY PROTECTION PLAN ACTIVITY IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.16.3.5. MAINTAINS RESPIRATORY PROTECTION PLAN STATISTIC.

A2.1.32.17. MANAGES PUBLIC HEALTH ASPECT OF BASE ERGONOMICS PROGRAM:

A2.1.32.17.1. ANALYZES INDUSTRIAL HYGIENE SURVEY. Analyzes survey and forms, and compensation claim/payout data to determine personnel with work-related exposure.

A2.1.32.17.2. CONDUCTS RELEVANT ERGONOMICS EDUCATION AND TRAINING.

A2.1.32.17.2.1. DOCUMENTS AND ANNOTATES INDUSTRIAL HYGIENE CASE FILE.

A2.1.32.17.2.2. UPDATES ERGONOMICS ACTIVITY IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.17.2.3. COLLECTS AND ANALYZES ERGONOMICS DATA FOR TREND.

A2.1.32.17.2.4. INVESTIGATES ERGONOMICS COMPLAINT CLUSTER.

A2.1.32.17.2.5. REPORTS SURVEILLANCE/INVESTIGATION FINDING TO AEROSPACE MEDICINE COUNCIL AND CONCERNED AGENCY.

A2.1.32.18. CONDUCTS INDUSTRIAL WORKPLACE/SHOP VISIT:

A2.1.32.18.1.. PREPARES FOR AND CONDUCTS SHOP VISIT.

A2.1.32.18.2. VERIFIES SHOP DEMOGRAPHICS. Educates and trains supervisor.

A2.1.32.18.3 ASSESSES ADEQUACY OF EXPOSURE CONTROL METHOD. Assesses engineering, work practice/administrative, personal protective equipment, etc.

A2.1.32.18.4. ASSESSES COMPLIANCE WITH REGULATORY STANDARD.

A2.1.32.18.5. PROVIDES CUSTOMER SERVICE (I.E., CORRESPONDENCE, ASSISTANCE, ETC.).

- A2.1.32.18.6. GENERATES WRITTEN REPORT TO SHOP SUPERVISOR AND AEROSPACE MEDICINE COUNCIL.
- A2.1.32.18.7. DOCUMENTS ACTIVITY IN INDUSTRIAL HYGIENE CASE FILE.
- A2.1.32.18.8. GENERATES AND MAINTAINS OCCUPATIONAL HEALTH METRIC.
- A2.1.32.18.9. COLLECTS, COLLATES, AND EVALUATES OCCUPATIONAL HEALTH DATA.
- A2.1.32.18.10. FORWARDS REPORT TO HIGHER HEADQUARTERS.
- A2.1.32.18.11. BRIEFS OCCUPATIONAL HEALTH PROGRAM TO WING OCCUPATIONAL SAFETY AND HEALTH COUNCIL.
- A2.1.32.19. PREPARES FOR AND PARTICIPATES IN PUBLIC HEALTH AND PREVENTION ASPECT OF UNIT ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM (ECAMP) INSPECTION:
  - A2.1.32.19.1. ASSEMBLES DOCUMENTATION. Prepares case file, report, and researches item for presentation/use at Aerospace Medicine Council.
  - A2.1.32.19.2. PERFORMS ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM CHECKLIST REVIEW.
  - A2.1.32.19.3. PERFORMS PREVIOUS ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM FINDING REVIEW.
  - A2.1.32.19.4. PERFORMS HEALTH RECORD QUALITY ASSURANCE REVIEW OF OCCUPATIONAL WORKER.
  - A2.1.32.19.5. PARTICIPATES IN INTERNAL ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM INSPECTION.
  - A2.1.32.19.6. PARTICIPATES IN EXTERNAL ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM INSPECTION.
  - A2.1.32.19.7. COORDINATES OVERALL OCCUPATIONAL HEALTH PROGRAM/ACTIVITY. Coordinates with base environmental manager, safety officer, and bioenvironmental section technician.

A2.1.32.20. MANAGES OPERATIONAL HEALTH:

A2.1.32.20.1. PROVIDES OPERATIONAL HEALTH ADVICE AND CONSULTATION TO DECISION-MAKER (I.E., COMMANDER, SUPERVISOR, MEMBER AND FAMILY).

A2.1.32.20.2. MANAGES BASE MEDICAL INTELLIGENCE PROGRAM:

A2.1.32.20.3. IDENTIFIES, ACQUIRES, AND MAINTAINS MEDICAL INTELLIGENCE PROGRAM RESOURCE.

A2.1.32.20.4. RESEARCHES AND IDENTIFIES HEALTH THREAT TO HOME STATION AND DEPLOYING PERSONNEL.

A2.1.32.20.5. ASSESSES THREAT AND DETERMINES RISK TO PERSONNEL.

A2.1.32.20.6. DETERMINES COUNTERMEASURE.

A2.1.32.20.7. PREPARES AND DELIVERS HEALTH THREAT ASSESSMENT PRODUCT. Develops written document (i.e., briefing, narrative). Briefs Commander and deploying troop, real time. Provides consultation.

A2.1.32.20.8. MANAGES VULNERABILITY ASSESSMENT OF BASE FOOD AND WATER:

A2.1.32.20.9. COORDINATES WITH RESPONSIBLE AGENCY. Coordinates with Services, Mobile Readiness Spares Packages (MRSP) logistics, and Bioenvironmental Engineering Section.

A2.1.32.20.10. IDENTIFIES FOOD AND WATER ASSET AND SOURCE.

A2.1.32.20.10.1. RESEARCHES AND DETERMINES LOCAL THREAT TO FOOD AND WATER.

A2.1.32.20.10.1.1. ASSESSES RISK TO FOOD AND WATER. Accesses epidemiological, environmental/climatic, vector/pest, terrorism stock and source.

A2.1.32.20.10.1.2. RECOMMENDS PREVENTIVE METHOD TO MINIMIZE VULNERABILITY.

A2.1.32.20.10.2. UPDATES PREVENTIVE AND PUBLIC HEALTH POLICY AND GUIDANCE IN OPERATIONAL PLAN (I.E., DISASTER, CONTINGENCY).

A2.1.32.20.10.3. MANAGES OPERATIONAL HEALTH EDUCATION AND TRAINING PROGRAM:

A2.1.32.20.10.4. MAINTAINS OPERATIONAL HEALTH EDUCATION AND TRAINING RESOURCE.

A2.1.32.20.10.5. DEVELOPS GENERIC AND SITE-SPECIFIC OPERATIONAL HEALTH LESSON PLAN TEMPLATE.

A2.1.32.20.10.5.1. DEVELOPS TRAINING MATERIAL FOR OPERATIONAL LOCATION. Develops lesson plan, briefing, audiovisual, prop, critique, etc.

A2.1.32.20.10.5.2 CONDUCTS OPERATIONAL HEALTH EDUCATION AND TRAINING. Performs pre-deployment, post-deployment, field sanitation, hygiene, environmental/climatic factor, hazardous flora and fauna, medical materiel vulnerability, communicable disease, malaria chemoprophylaxis, deployed occupational health and safety, combat stress and mobility immunizations briefings. Performs post-deployment health debrief.

A2.1.32.20.10.5.3. EDUCATES AND TRAINS. Provides education and training to Independent Duty Medical Technician (IDMT)/Squadron Medical Element (SME) in prevention, public health, and operational health aspect of IDMT/SME job.

A2.1.32.21. MANAGES PUBLIC HEALTH ASPECT OF DEPLOYER MEDICAL PREPARATION PROCESS:

A2.1.32.21.1. DETERMINES AND VALIDATES PRE-DEPLOYMENT PREVENTIVE MEDICINE REQUIREMENT. Determines requirement for deployer, per higher headquarters guidance and medical intelligence information.

A2.1.32.21.1.1. ADMINISTERS PRE-DEPLOYMENT EDUCATION AND TRAINING.

A2.1.32.21.1.2. DETERMINES AND VALIDATES PRE-DEPLOYMENT HEALTH SCREENING/TEST, PRE-DEPLOYMENT HEALTH SURVEILLANCE, IMMUNIZATION. Distributes pre-deployment chemoprophylaxis and health supplies/equipment requirements (e.g., bednet, repellent, etc.).

A2.1.32.21.1.3. CONDUCTS/REFERS DEPLOYER TO HEALTH TECHNICIAN FOR MEDICAL ASSESSMENT.

A2.1.32.21.1.4. DOCUMENTS PUBLIC HEALTH ASPECT OF DEPLOYER MEDICAL PREPARATION PROCESS.

A2.1.32.21.1.5. UPDATES OPERATIONAL HEALTH AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.21.2. OBTAINS AND DISTRIBUTES MRSP/ SUPPLIES, PER DEPLOYMENT.

A2.1.32.21.3. MANAGES PUBLIC HEALTH ASPECT OF REDEPLOYER MEDICAL FOLLOW-UP PROCESS:

A2.1.32.21.3.1. DETERMINES AND VALIDATES POST-DEPLOYMENT PREVENTIVE MEDICINE REQUIREMENT. Determines requirement for deployer, per higher headquarters guidance and medical intelligence information.

A2.1.32.21.3.2. ADMINISTERS POST-DEPLOYMENT EDUCATION AND TRAINING.

A2.1.32.21.3.2.1. DETERMINES AND VALIDATES POST-DEPLOYMENT HEALTH SCREENING/TEST, POST-DEPLOYMENT HEALTH SURVEILLANCE REQUIREMENT, AND DISTRIBUTES POST-DEPLOYMENT CHEMOPROPHYLAXIS REQUIREMENT.

A2.1.32.21.3.2.2. DOCUMENTS PUBLIC HEALTH ASPECT OF REDEPLOYER MEDICAL FOLLOW-UP PROCESS.

A2.1.32.21.3.3. UPDATES OPERATIONAL HEALTH AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.22. MANAGES OPERATIONAL HEALTH EPIDEMIOLOGY PROGRAM:

A2.1.32.22.1. MONITORS STANDARDIZED PRE- AND POST-DEPLOYMENT DOCUMENT. Monitors questionnaire and/or other applicable form for adverse health event related to operational tasking.

A2.1.32.22.2. CONDUCTS DEPLOYMENT-SPECIFIC AND AGGREGATE TREND ANALYSIS.

A2.1.32.22.3.. FORWARDS QUESTIONNAIRE TO DOD DEPLOYMENT SURVEILLANCE TEAM AND DD IMT 2697, *REPORT OF MEDICAL ASSESSMENT/APPLICABLE FORM* TO LOCAL OUTPATIENT RECORD.

A2.1.32.22.4. CONDUCTS PUBLIC HEALTH ASPECT OF OPERATIONAL ILLNESS INVESTIGATION AND REPORTING. Identifies case requiring investigation. Conducts interview with patient as required. Refers case to health technician/health care provider. Briefs Aerospace Medicine Council and medical provider staff on operational health illness.

A2.1.32.22.5. DOCUMENTS ACTIVITY.

A2.1.32.22.6. GENERATES WRITTEN REPORT TO HIGHER HEADQUARTERS.

A2.1.32.22.7. DEVELOPS AND MAINTAINS OPERATIONAL HEALTH EVENT STATISTIC.

A2.1.32.23. REPORTS OPERATIONAL HEALTH EPIDEMIOLOGY PROGRAM FINDING. Reports finding to Commander, medical provider, and relevant military/civilian agency.

A2.1.32.23.1. UPDATES AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.23.1.1. MANAGES PUBLIC HEALTH AND PREVENTION ASPECT OF BASE DISASTER PREPARATION AND RESPONSE PROCESS:

A2.1.32.23.1.2. REVIEWS AND UPDATES PLAN, POLICY, AND PROCEDURE. Updates disaster, food and water safety, communicable disease control, vector-borne disease control, dangerous fauna control, epidemiological surveillance and outbreak response, decontamination of patients and subsistence, chemical, biological, and radiological (i.e., weapons of mass destruction) and aspect of counter-terrorism plan, policy or procedure.

A2.1.32.23.2. PERFORMS DISASTER RESPONSE TRAINING AND RESPONSE TO REAL-WORLD INCIDENT. Performs food and water safety response, communicable disease control, vector-borne disease control, dangerous fauna control, epidemiological surveillance and outbreak response, decontamination of patient and subsistence, chemical, biological, and radiological (i.e., weapons of mass destruction, counter-terrorism) control.

A2.1.32.24. MANAGES PUBLIC HEALTH ASPECT OF BASE IMMUNIZATIONS PROGRAM:

A2.1.32.24.1 REVIEWS POLICY AND GUIDANCE AND DETERMINES OPERATIONAL IMMUNIZATION REQUIREMENT.

A2.1.32.24.1.1. PARTICIPATES IN DEVELOPMENT OF LOCAL IMMUNIZATION POLICY.

A2.1.32.24.1.2. MANAGES AUTOMATED MILITARY IMMUNIZATIONS TRACKING SYSTEM. Establishes and maintains Military Immunizations Tracking System program. Processes master personnel roster/file into automated information management system. Reviews and corrects master personnel file deficiency. Installs periodic Military Immunizations Tracking System software update. Researches Air Force web site for new software availability, downloads, and installs update. Uplinks Military Immunizations Tracking System data to

Defense Enrollment Eligibility and Reporting System (DEERS). Generates written immunization report. Produces Flu, Influenza, Intradermal Purified Protein Derivative (IPPD), Meningococcal, overdue Anthrax, etc., report and forwards to applicable agency.

A2.1.32.24.2. MANAGES PUBLIC HEALTH ASPECT OF BASE ANTHRAX IMMUNIZATION PROGRAM. Reviews policy and guidance and determines operational anthrax immunization requirement. Educates Commander, supervisor, member and family. Participates in development of local anthrax immunization policy. Tracks/monitors and reports immunization compliance through Military Immunization Tracking System. Tracks/monitors and reports immunization non-compliance, "overdues," through Military Immunization Tracking System and in partnership with immunizations section personnel. Maintains anthrax immunization program statistic. Orders, receives and maintains the anthrax vaccine.

A2.1.32.24.3. IDENTIFIES AND REFERS ADVERSE EVENT TO ALLERGIST/HEALTH CARE PROVIDER FOR FOLLOW UP.

A2.1.32.24.4. BRIEFS OPERATIONAL HEALTH/MILITARY INTELLIGENCE PROGRAM STATUS AND UPDATES TO COMMAND.

A2.1.32.25. PREPARES FOR AND PARTICIPATES IN PUBLIC HEALTH AND PREVENTION ASPECT OF UNIT OPERATIONAL READINESS EXERCISE (ORE) AND OPERATIONAL READINESS INSPECTION (ORI).

A2.1.32.26. PERFORMS EVALUATION OF DINING FACILITY/MOBILE KITCHEN TRAILER (MKT) SET-UP AND OPERATION.

A2.1.32.27. PERFORMS WET BULB GLOBE THERMOMETER (WBGT) EVALUATION.

A2.1.32.28. PERFORMS EVALUATION OF POTABLE WATER SOURCE SET-UP AND OPERATION.

A2.1.32.28.1.. ASSISTS AS NEEDED IN ORE.

A2.1.32.28.2. ASSISTS AS NEEDED IN ORI.

A2.1.32.29. MANAGES COMMUNITY HEALTH PROGRAM:

A2.1.32.29.1. PROVIDES COMMUNITY HEALTH ADVICE AND CONSULTATION TO DECISION-MAKER. Provides advice to Commander, supervisor, member and family.

A2.1.32.29.2. MANAGES BASE INFECTIOUS/COMMUNICABLE DISEASE EPIDEMIOLOGY PROGRAM:

A2.1.32.29.3. COLLECTS AND ANALYZES INFECTIOUS/COMMUNICABLE DISEASE DATA (I.E., FOR TRENDS, ETC.).

A2.1.32.29.4. MANAGES AND DIRECTS INFECTIOUS/COMMUNICABLE DISEASE OUTBREAK RESPONSE.

A2.1.32.30. MANAGES TUBERCULOSIS DETECTION AND CONTROL PROGRAM:

A2.1.32.30.1. DETERMINES TUBERCULOSIS SCREENING REQUIREMENT.

A2.1.32.30.2. RECEIVES NOTIFICATION OF POSITIVE TUBERCULOSIS SCREENING (I.E., SKIN TEST).

A2.1.32.30.3. EDUCATES PATIENT AND CONDUCTS CONTACT INTERVIEW.

A2.1.32.30.4. MAINTAINS TUBERCULOSIS STATISTIC.

A2.1.32.31. MANAGES SEXUALLY TRANSMITTED DISEASES (STD) PROGRAM. Educates patient and conducts contact interview. Refers patient to health care provider for additional medical assessment/follow-up.

A2.1.32.32. MANAGES HUMAN IMMUNODEFICIENCY VIRUS (HIV) PROGRAM.

A2.1.32.33. MANAGES ACTIVITY TO CONTROL OTHER COMMUNICABLE DISEASE (CD):

A2.1.32.33.1. RECEIVES NOTIFICATION OF CD CASE.

A2.1.32.33.2. EDUCATES PATIENT AND CONDUCTS CONTACT INTERVIEW.

A2.1.32.33.3. REFERS PATIENT TO HEALTH CARE PROVIDER FOR ADDITIONAL MEDICAL ASSESSMENT/FOLLOW-UP.

A2.1.32.33.4. DOCUMENTS ACTIVITY.

A2.1.32.33.5. MAINTAINS CD STATISTIC.

A2.1.32.34. MANAGES BASE ANIMAL BITE PROGRAM. Receives notification of on-base animal bite case. Coordinates animal control with base security force. Presents prevention brief and on-base leash requirements.

A2.1.32.35. MANAGES BASE VECTOR-BORNE DISEASE SURVEILLANCE AND CONTROL:

A2.1.32.35.1. CONDUCTS MOSQUITO SURVEILLANCE (I.E., COLLECTION, SEXING, SPECIATION).

A2.1.32.35.2. CONDUCTS TICK SURVEILLANCE (I.E., COLLECTION, SPECIATION, INFECTIVITY).

A2.1.32.35.3.. RECOMMENDS PREVENTIVE MEASURE.

A2.1.32.35.4. SUPPORTS BASE INTEGRATED PEST MANAGEMENT PROGRAM.

A2.1.32.35.5. NOTIFIES MILITARY AND CIVILIAN AGENCY OF SIGNIFICANT FINDING.

A2.1.32.35.6. DOCUMENTS ACTIVITY.

A2.1.32.36. MAINTAINS VECTOR-BORNE DISEASE STATISTIC.

A2.1.32.36.1. COORDINATES VECTOR-BORNE SPRAY SCHEDULE WITH CONTRACTOR.

A2.1.32.37. MANAGES BASE FOOD SAFETY PROGRAM:

A2.1.32.37.1. MANAGES RECEIPT, SURVEILLANCE, AND OPERATIONAL RATIONS INSPECTION. Prepares for inspection. Conducts inspection/reinspection. Documents inspection.

A2.1.32.37.2. PERFORMS TREND ANALYSIS AND REPORTS FINDING.

A2.1.32.37.3. MANAGES BASE FOOD FACILITY SANITATION PROGRAM (FFSP). Prepares for, conducts, and documents inspection. Recommends safe food handling strategy. Performs trend analysis. Briefs command on status of food facility sanitation program.

A2.1.32.37.4. PROVIDES FOOD HANDLER TRAINING TO SUPERVISOR AND WORKER.

A2.1.32.37.5. CONDUCTS HAZARDOUS FOOD AND DRUG RECALL (I.E., ALFOOD ACT) INVESTIGATION.

A2.1.32.37.6. MAINTAINS CURRENT FOOD AND DRUG ADMINISTRATION FOOD CODE.

A2.1.32.37.7. MAINTAINS FOOD SAFETY STATISTIC.

A2.1.32.37.8. UPDATES FOOD SAFETY AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.32.37.9. PERFORMS OFF-BASE CONTRACTED FACILITY INSPECTION. Inspects contracted food facility and off-base government contract quarters.

A2.1.32.38. MANAGES BASE PUBLIC FACILITY SANITATION PROGRAM:

A2.1.32.38.1. CONDUCTS FACILITY EVALUATION.

A2.1.32.38.2. RECOMMENDS HEALTHFUL STRATEGY.

A2.1.32.38.3. DOCUMENTS ACTIVITY.

A2.1.32.38.4. PERFORMS TREND ANALYSIS.

A2.1.32.38.5. BRIEFS COMMAND ON SIGNIFICANT FINDING/TREND.

A2.1.32.38.6. FORMULATES COMMUNITY HEALTH STRATEGY.

A2.1.32.38.7. COORDINATES COMMUNITY HEALTH PROGRAM AND BASE HEALTH PROMOTIONS.

A2.1.32.38.8. GENERATES AND MAINTAINS COMMUNITY HEALTH METRIC. Collects, collates, and evaluates community health data.

A2.1.33. DOD GOVERNMENT PURCHASE CARD (IMPAC):

A2.1.33.1. ENSURES FUNDS ARE AVAILABLE.

A2.1.33.2. PLACES ORDER AND ENSURES RECEIPT FROM VENDOR.

A2.1.33.3. ARRANGES FOR MEDICAL WASTE DISPOSAL. Collects medical waste, arranges for commercial pickup, and pays vendor using Government Purchase Card.

A2.1.33.4. TRAVELS TO PICKUP PURCHASE AT VENDOR IF NECESSARY.

A2.1.33.5. MAINTAINS GOVERNMENT PURCHASE CARD FOLDER.

**A2.2. INDIRECT.** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides

Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 3

## MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC ESOH/101ATCE		APPLICABILITY MANHOUR RANGE 489.60 – 815.00					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Safety Superintendent Craftsman	1S0X1	AGR	1	1	2		
Bioenvironmental Engr Journeyman	4B0X1	AFR	1	1	1		
Medical Service Craftsman	4N0X1	AGR	1	1	1		
Public Health Technician	4E0X1	AGR	0	1	1		
Total			3	4	5		

**NOTE.** AFSCs may be adjusted at the discretion of the CRTC Commander.